



UNITED STATES MARINE CORPS

MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
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IN REPLY REFER TO

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MARINE CORPS UNIVERSITY POLICY LETTER 01-06

From: President, Marine Corps University
To: Distribution List

Subj: PROCEDURES FOR INPUT OF STUDENT INFORMATION IN THE TECOM
INFORMATION MANAGEMENT SYSTEM (TIMS)

1. Purpose. To provide guidance required to record and document student admissions and completion information. This Policy Letter establishes procedures and guidelines for providing student information to the MCU Registrar for input into TIMS.

2. Background. TIMS is a real-time integrated web based information system that is replacing several older, non-integrated, training applications. TIMS connectivity will automatically update Marine Corps Total Force System (MCTFS), thus allowing individual Marines the ability to verify that their records are updated via Marine Online. Initial TIMS deployment began in mid 2003 with continued deployment of additional modules/capabilities. The planned module/capabilities deployment schedule is through 2007. Additional integrated capabilities will be provided in the out-years. TIMS is designed to support Training and Education Command (TECOM) coordinated training and education efforts, Fleet Marine Force units, and individual Marines worldwide. It supports the planning, resourcing, delivering, recording, and assessing of individual and unit training in both operational units and in formal schools, training detachments and training centers. TIMS is a TECOM mission essential system and the principal Marine Corps enterprise training authoritative data source. Schools/Courses/Programs have historically been individually responsible for the input and tracking of all individual, academic and certifying information provided to them by Manpower, Security Cooperation Education Training Center (SCETC), Sister Service coordinators, and Interagency

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coordinators. This process is redundant and administratively time consuming. The office of MCU Registrar was created to centralize those student administrative tasks that are common among resident schools.

3. Policy. MCU will fully utilize TIMS current Registrar and Student Management modules by following procedures outlined below. Procedures for TIMS access requests are outlined below; access authorization will be via the Vice President for Student Administrative Services, as authorized by the President, MCU. As TECOM annually deploys new modules to TIMS, MCU may revise this policy letter for currency:

a. MCU Registrar

(1) Plan and coordinate the student registration data into TIMS.

(2) Conduct and maintain degree and graduation audits to evaluate the academic records for each student recommended for one of the MCU degrees, managing all aspects of graduate academic administration within the resident programs.

(3) Coordinate efforts to research, populate, manage, sustain, and report information maintained in the MCU data warehouse and student database.

(4) Establish and manage, in accordance with higher education standards, the MCU transcript and diploma production process.

(5) Research, draft proposals, and implement Marine Corps Training and Education Command Information Management System (TIMS) in support of the MCU registration and admissions process.

(6) Coordinate program completion data into TIMS.

b. School Directors

(1) Ensure all student enrollment information and training data received via MARADMIN, MMOA, SCETC, the office of the Vice President, Student and Administrative Services, or any other relevant source, is provided to the MCU Registrar

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accurately, and in a timely manner in order for the Registrar to enter the information into TIMS.

(2) Ensure that a class roster is provided to the MCU Registrar a minimum of 7 working days prior to class start. These rosters will be reconciled with the MCU Registrar not later than 3 working days after the class start date and again not later than 7 working days after class completion. Ensure the MCU Registrar is immediately notified of any student attrites/drops to enable the Registrar to update TIMS.

(3) Ensure course completion data is provided to the Registrar's office NLT 7 working days after class completion. Class completion entries and other training entries must be made in TIMS by the Registrar no more than 7 working days after the student graduates or completes any class/course/program. The TIMS system will automatically record date of data entry and update MCTFS.

(4) Schools will provide the MCU Registrar an academic calendar (to include class identification, report date, convene date, and completion date) within 7 working days of the calendar creation. Registrar will be responsible for building the classes in TIMS.

(5) Each School is required to maintain at least one person with TIMS access. Requests for access to TIMS will be submitted to the VPSAS in standard Naval Letter format.

(6) School of MAGTF Logistics (SOML)

(a) Ensure all student information and training data received via MARADMIN, SCETC, the Office of Vice President of Student and Administrative Services, or any other relevant source, is input into TIMS by SOML.

(b) SOML will reconcile class roster with MCU Registrar within 3 working days of the class start date. Ensure the MCU Registrar is immediately notified of any student attrites/drops entered into TIMS by SOML.

(c) SOML will notify MCU Registrar that course completion data has been inputted and validated in TIMS by SOML within 3 working days of course completion.

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(d) SOML will provide the MCU Registrar an academic calendar within 7 working days of the calendar approval from TECOM.

(e) SOML will provide the MCU registrar with an annual (FY) validation of all student attendees for each course.

(f) SOML is required to maintain at least one person with TIMS access. Requests for access to TIMS will be submitted to the VPSAS in standard Naval Letter format.

c. Professional Development

(1) Senior Leadership Development Program (SLDP)/The Commanders Course.

(a) Ensure that all student information and training data received via MARADMIN, MMOA, SCETC, the office of VPSAS, or any other relevant source, is provided to the MCU Registrar accurately and in a timely manner in order for the Registrar to enter the information into TIMS.

(b) Ensure that a class roster is provided to the MCU Registrar a minimum of 7 working days prior to class start. These rosters will be reconciled with the MCU Registrar not later than 3 working days after the class start date and again not later than 7 working days after class completion. Ensure the MCU Registrar is immediately notified of any student attrites/drops to enable the Registrar to update TIMS.

(c) Ensure course completion data is provided to the Registrar's office NLT 7 working days after class completion. Class completion entries and other training entries must be made in TIMS by the Registrar no more than 7 working days after the student graduates or completes any class/course/program. The TIMS system will automatically record date of data entry and update MCTFS.

(d) Provide the MCU Registrar an academic calendar (to include class identification, report date, convene date, and completion date) within 7 working days of the calendar creation. Registrar will be responsible for building the classes in TIMS.

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(e) SLDP/The Commanders Course is required to maintain at least one person with TIMS access. Requests for access to TIMS will be submitted to the VPSAS in standard Naval Letter format.

d. The Office of Vice President of Student and Administrative Services (VPSAS)

(1) By appointment from the President, MCU; The VPSAS will maintain security administration and the authority to grant user rights and privileges for TIMS.

(2) The Office of Joint and International Student Services.

(a) Ensure all Sister Service (USA, USN, USAF, and USCG) Student and International Student information and training data received is provided to the MCU Registrar accurately, and in a timely manner, to be entered into TIMS by the Registrar.

(b) Ensure student rosters are provided to the MCU Registrar a minimum of 7 days prior to class start. These rosters will be reconciled with the MCU Registrar not later than 3 working days after the class start date and again not later than 7 working days after class completion. Ensure the MCU Registrar is immediately notified of any student attrites/drops to enable the Registrar to update TIMS.

(c) Ensure course completion data is provided to the Registrar's office for entry into TIMS NLT 7 working days after class completion. Class completion entries and other training entries must be made in TIMS no more than 7 working days after the student graduates or completes any class/course/program. This will ensure accurate reports into TIMS database and will reflect information provided to the Sister Services and International agencies.

e. Enlisted Professional Military Education (EPME). The MCU Registrar will not manage EPME student data at this time.

f. Marine Senior Service Representative (SSR)/Marine PME Detachment Commanders.

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(1) Ensure that all Marine Corps student information and training data received via MARADMIN, MMOA, the office of VPSAS, or any other relevant source is input into TIMS accurately and in a timely manner by the SSR/Marine detachment administrative staff.

(2) The SSR/Marine Detachment Commander will reconcile Marine Corps class rosters with MCU Registrar within 3 working days of the class start date. Ensure the MCU Registrar is immediately notified of any USMC student attrites/drops entered into TIMS by the SSR/Marine detachment administrative staff.

(3) The SSR/Marine Detachment Commander will notify MCU Registrar that course completion data has been input and validated in TIMS by the SSR/Marine Detachment Commander within 3 working days of course completion. The TIMS system will automatically record date of data entry and update MCTFS.

(4) The SSR/Marine Detachment Commander will provide the MCU Registrar with an annual (FY) validation of all Marine Corps student attendees for each course.

4. Reserve Applicability. This policy is applicable to members of the Marine Corps Reserve serving with or attached to Marine Corps University.



DONALD R. GARDNER

Distribution:
Chief of Staff, MCU
VPAA
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School Directors
Marine PME Detachment Commanders
MCU Registrar